



Eureka Chief of Police

Advisory Panel

Qualifications and Selection Criteria



Applications are being accepted through May 29, 2015 to serve on the Eureka Chief of Police Advisory Panel. This new advisory panel will work to improve police services to Eureka and build a stronger and more vibrant working relationship between the police and all willing segments of the community. Improvement could include recommendations of policy, training and programs.

Members of this Advisory Panel should consist of a diverse group of individuals from a variety of disciplines and organizations to include social services, mental health, minority, business, labor, community and civic groups. Their goal is to provide guidance and direction to the Chief of Police as the Department moves forward.

Qualifications

1. Have knowledge of public safety and community policing practices.
2. Possess English skills to support the reading and analysis of investigative reports and writing position papers for presentation to the greater CAP.
3. Ability to work collaboratively with people of diverse perspectives and experience.
4. Desirous of improving police service to the Eureka community.
5. Persons serving on the panel must be at least 18 years of age and a resident of, property owner in or own a business within the City of Eureka.
6. Cannot have a felony conviction.
7. Person is objective and open to learning about policing.
8. Represent a segment of the Eureka community.
9. Married couples and domestic partners cannot serve at the same time.
10. Current or former members of EPD are not eligible to serve.

Application Process

Applicants must submit their application to the Chief of Police no later than noon on **May 29, 2015 at Police Headquarters, 604 C Street, Eureka California. Contact Executive Assistant to the Chief of Police, Mary Kirby at (707) 441-4095 or mkirby@ci.eureka.ca.gov** . Members are subject to a criminal background check.

City of Eureka

Chief's Advisory Panel Application Form

(Please print and complete)

Name:

Mailing address:

Email address:

Occupation:

Phone Number Home:

Cellular Phone:

Tasks:

1. Please attach a bio, Curriculum Vitae or resume'.
2. Please list two references that are knowledgeable about your skills and perspectives related to serving on the Chief's Advisory Panel.

Name _____ Phone _____
email _____

Name _____ Phone _____
email _____

On a separate piece of paper, submit your responses to the questions listed below. Please keep your responses to no more than 3-4 paragraphs each.

1. Please list your skills and knowledge that would be relevant to this advisory panel.
2. CAP members are charged with developing public safety recommendations – this may challenge your personal perspective - describe how you would handle such challenges if they were to arise.
3. Describe how your presence on this panel would represent a substantial segment of the community.
4. Describe how you have shown the ability to think and discuss public safety topics objectively.

Return this form and attached documents to: Chief of Police, 604 C Street, Eureka, CA 95501

Eureka Chief of Police Advisory Panel

Purpose and Objectives

I. Purpose

The purpose of the Chief of Police Advisory Panel (CAP) is to give oversight, counsel, support and guidance to the Chief of Police for the purpose of improving transparency and fostering stronger relationships with the community the Eureka police serve. Specifically the CAP will examine the police budget, policy and procedures, and personnel complaints. The CAP as directed by the Chief of Police will also review all officer-involved shootings, all in-custody deaths and all police actions that result in the death of a person.

II. Policy Recommendation

It is the objective of the CAP to advocate for policies which promote fair and humane policing and also ensure the safety of citizens and police officers. Subsequent to the review and examination process, the CAP may recommend improvements in budget, policy, procedures and training of police personnel to the Chief of Police.

Additionally, CAP will ensure through review that all complaints made against EPD officers by citizens of the community are investigated thoroughly, completely and fairly, giving equal consideration to citizens and police officers alike. The Board will make every effort to review the facts of each case independently and objectively evaluating the evidence impartially.

III. Panel Size

The panel will consist of six (6) persons

One chairperson and five at large members. Members will be limited to three, two year terms by appointment of the Mayor, City Manager and Chief of Police.

The Mayor, City Manager and Chief can also designate two alternate members to step in should there be a vacancy.

IV. Terms of Service

Members will serve a two year term, which will be renewed only by approval of the Chief of Police, City Manager and Mayor. There is no monetary compensation made to members for their service. Members are expected to commit at least 4 hours per month to this panel. Additional time reviewing complaints maybe needed as assigned by the Chair.

Members are expected to attend each meeting and leave is permitted in the following circumstances:

Eureka Police Department
Chief's Advisory Panel
March 27, 2015

- A. An unforeseen event
- B. Illness or death
- C. Out of town travel
- D. Religious observance

V. Committees

The CAP will have three standing committees: Budget, Policy and Personnel. Each CAP member will serve on a committee and make presentations to the greater board, the public or City Council as needed.

VI. Outreach

The CAP is responsible for reaching out to educate communities they represent and bring issues, grievances and complaints to the Chief and greater CAP. Only the Chair will make public comments in issues that require public comment.

VII. Ethical Conduct

Members of CAP are to promote public trust, integrity and transparency and are expected to follow the National Association for Civilian Oversight of Law Enforcement (NACOLE) code of ethics. Personal integrity includes a commitment to independent and thorough oversight, transparency and confidentiality, respectful and unbiased treatment, outreach and relationship with stakeholders, agency self-examination and commitment to policy review. Actual or perceived conflicts of interest during case review shall be acknowledged and the party with interest shall recuse themselves from review and or comment.

VIII. Resignation and Removal

A person resigning shall send a letter to the Chair of the CAP board. The letter can be made public unless a request to keep it confidential is made to the Chair.

The Chair or the Chief of Police in consultation with the City Manager and Mayor may remove a person from the CAP for cause including but not limited to: Misuse of position or police documents; violations of state laws concerning confidentiality; conviction of any felony crime or a crime of moral turpitude while serving as a CAP member; misconduct that impedes the members ability to serve as a CAP member; unacceptable attendance record at CAP meetings; a violation of the NACOLE code of ethics; or an undisclosed conflict of interest.

IX. Meetings

Meeting shall be held once a month to carry out the objectives and purpose of the CAP. They shall be held at a scheduled time or called by the CAP Chair.

- A. Closed Meetings- Meetings shall be held monthly pursuant to government code 54957 to provide a confidential environment in which to review citizen complaints brought against EPD officers and personnel in accordance with 832.7 PC or to discuss personnel or other matters that are specifically exempt from public disclosure by law. Attendance is limited to CAP members and staff as necessary as designated by the Chief of Police and or City Attorney.
- B. Open Meetings- Meetings held monthly shall have a portion of that meeting open to the public should they desire to attend. It provides a forum to communicate with the public and to educate the community on the processes of the police department.
- C. Special Meetings – Meetings can be called by the Chair as needed and may be open or closed depending on the nature of the discussion.

X. Voting

The purpose of the CAP is to provide the Chief of Police with advice, counsel and broad community input. Suggestions will be moved forward based on CAP consensus. If consensus cannot be established, a majority vote can be moved to the Chief for consideration.

XI. Training

Each member of the CAP will receive training prior to discussion on specific topics. The training will include the following:

- A. Oversight – Chief’s Advisory Panel
 - 1. Civilian oversight of Law Enforcement
 - 2. Models of Civilian oversight
 - 3. The Eureka model of Chief’s Advisory Panel
 - a. Budget, policy, procedures, training
 - 4. Community expectations
- B. Legal Considerations
 - 1. Public Records and public meeting laws
 - 2. Establishing oversight locally
 - 3. State and local law relating to peace officer’s personnel actions, rights and privacy
 - 4. Case law concerning stops, detentions, search and seizure, arrest and rights of arrested persons
 - 5. Steps in the criminal justice process: arrests, booking, arraignment, bail, hearings and trial
- C. Local Law Enforcement Agency

1. Organization, history, cultural evolution
 - a. Role and responsibility of patrol and investigations
 - b. Chain of command and supervisory responsibility
 - c. Written communications and training procedures
2. Patrol practices and theory
 - a. Kansas City Experiment
 - b. Problem Oriented Policing
 - c. Community Policing
 - d. Duties of officers, detectives, sergeants and Captains
3. Rules of conduct for officers
4. Agency procedures for detentions and searches of persons, vehicles and homes
5. Booking and custody
 - a. 5150 and medical clearances
 - b. Handling and processing of prisoners
6. Juvenile procedures
7. Traffic and Pedestrian stops
 - a. Consensual
 - b. Investigative
 - c. High Risk
8. Use of Force (lethal and non-lethal)
 - a. Defensive tactics
 - b. Take down and compliance holds
 - c. Handcuffing techniques and rules
 - d. Impact weapons use
 - e. Electronic devices, OC spray and restraints
 - f. Extended range impact weapons
 - g. Firearms
9. Investigations and review of all police related deaths
10. First amendment activity
11. Training on resources and procedures in dealing with the mentally ill
 - a. De-escalation training
 - b. CIT training
 - c. MIST
12. Community, Diversity and Cultural Awareness
13. Community relations and outreach efforts
 - a. Transparency and procedural justice
14. Biased based policing
15. The complaint, investigative and disciplinary process
16. Mediation of complaints – what is possible

17. Evaluating credibility and reaching findings
18. Procedures and practices for misconduct investigations, including interviewing and report writing, collection and preservation of evidence and sources of information and due diligence standards.
19. Disciplinary process and the Police Officers Bill of Rights
20. Police Ride-Along
21. Budget process, timing and preparation
22. Policy process
 - a. Lexipol
 - b. Internal
 - c. Unit level

Eureka Chief's Advisory Panel

Work Flow Process

Eureka Police Department
Chief's Advisory Panel
March 27, 2015

